



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Investigating Sick Leave Abuse and Overuse Policy
Creation Date: January 17, 2012
Revision Date: April 2, 2013
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

DESCRIPTION: INVESTIGATING SICK LEAVE ABUSE AND OVERUSE

POLICY:

I. Policy:

The Human Resources Director or Department head or his designee is authorized to investigate an employee's record of sick leave usage when the employee has either a low sick leave balance or seems to have established a pattern of usage.

II. Reasons to inquire or investigate shall include but are not limited to the following

- A. Habitual use of sick leave in single or partial day increments, without current medical documentation
- B. A pattern of using sick leave on a payday, the first work day before or after a scheduled day off using sick leave as soon as it has been accrued.
- C. A pattern of using sick leave to avoid overtime or weekend or holiday work shifts
- D. Using 40 or more hours of unplanned sick leave during a quarter of a calendar year for two (2) or more consecutive quarters, without current medical documentation

III. Procedures:

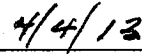
- A. The Department Head granting sick or Emergency Leave will immediately report the leave and subsequently, the individual's return, to the Human Resources Director (or his designee) may at any time inquire or investigate into the use of sick leave or Emergency Leave and require medical certification for all subsequent absences, or take other appropriate action.
- B. After the investigation, the Department Head should determine if there is reason to believe that the employee is abusing or misusing their sick leave accrual benefits.
- C. If there is no evidence that the sick leave is being abused, the employee will be informed.
- D. If the Department Head or designee determines that there has been abuse or misuse, he will detail that abuse in

writing and inform the employee that he will be required to provide medical documentation in order to use any additional sick leave for a determined period of time.

APPROVED BY:



Joyce Wilson, City Manager



Date